

295197

PAPERWORK REDUCTION ACT SUBMISSION

Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's Paperwork Clearance Officer. Send two copies of this form, the collection instrument to be reviewed, the Supporting Statement, and any additional documentation to: Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 17th Street NW Washington, DC 20503.

USCG-2004-18949-1

1. Agency/Subagency originating request USCG NATIONAL MARITIME CENTER		2. OMB control number a. <u>1 6 2 5 - 0 0 0 6</u> b. <input checked="" type="checkbox"/> None	
3. Type of information collection (check one) a. <input type="checkbox"/> New collection b. <input checked="" type="checkbox"/> Revision of a currently approved collection c. <input type="checkbox"/> Extension of a currently approved collection d. <input type="checkbox"/> Reinstatement, without change, of a previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, with change, of a previously approved collection for which approval has expired f. <input type="checkbox"/> Existing collection in use without an OMB control number <i>For b-f, note item A2 of Supporting Statement instructions</i>		4. Type of review requested (check one) a. <input checked="" type="checkbox"/> Regular submission b. <input type="checkbox"/> Emergency - Approval requested by: <u> </u> / <u> </u> / <u> </u> c. <input type="checkbox"/> Delegated 5. Small entities. Will this information collection have a significant economic impact on a substantial number of small entities? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
7. Title SHIPPING ARTICLES		6. Requested expiration date a. <input checked="" type="checkbox"/> Three years from approval date b. Other Specify: <u> </u> / <u> </u> / <u> </u>	
8. Agency form number(s) (if applicable) CG-705A			
9. Keywords MASTER, SEAMAN, SHIPPING, ARTICLES, AGREEMENT, CONTRACT			
10. Abstract ESTABLISHES A CONTRACT BETWEEN SHIPPING COMPANIES AND THE CREW MEMBERS PRIOR TO THE BEGINNING OF A VOYAGE AS REQUIRED BY LAW. PROVIDES THE COAST GUARD WITH AN OFFICIAL VESSELS ACTIVITY FILE AS WELL AS A COMPLETE LISTING OF THE SEAMAN EMPLOYED DURING THE VOYAGE; NAMES, WAGES, NEXT OF KIN, TIME ABOARD, DOB, CAPACITIES & DOCUMENT NUMBERS.			
11. Affected public (Mark primary with "P" and all others that apply with "X") a. <input checked="" type="checkbox"/> Individuals or households b. <input checked="" type="checkbox"/> Business or other for-profit c. <input type="checkbox"/> Not-for-profit institutions d. <input type="checkbox"/> Farms e. <input type="checkbox"/> Federal Government f. <input type="checkbox"/> State, Local or Tribal Gov't		12. Obligation to respond (Mark primary with "P" and all others that apply with "X") a. <input type="checkbox"/> Voluntary b. <input type="checkbox"/> Required to obtain or retain benefits c. <input checked="" type="checkbox"/> Mandatory	
13. Annual reporting and recordkeeping hour burden a. Number of respondents <u>600</u> b. Total annual responses <u>12000</u> 1. Percentage of these responses collected electronically <u>0</u> % c. Total annual hours requested <u>18000</u> d. Current OMB inventory <u>18000</u> e. Difference <u>0</u> f. Explanation of difference <u>N/A</u> 1. Program change <u>N/A</u> 2. Adjustment <u>N/A</u>		14. Annual reporting and recordkeeping cost burden (in thousands of dollars) a. Total annualized capital/startup costs <u>N/A</u> b. Total annual costs (O&M) <u>N/A</u> c. Total annualized cost requested <u>N/A</u> d. Current OMB inventory <u>N/A</u> e. Difference <u>N/A</u> f. Explanation of difference 1. Program change <u>N/A</u> 2. Adjustment <u>N/A</u>	
15. Purpose of information collection (Mark primary with "P" and all others that apply with "X") a. <input type="checkbox"/> Application for benefits b. <input type="checkbox"/> Program evaluation c. <input type="checkbox"/> General purpose statistics d. <input type="checkbox"/> Audit e. <input type="checkbox"/> Program planning or management f. <input type="checkbox"/> Research g. <input checked="" type="checkbox"/> Regulatory or compliance		16. Frequency of recordkeeping or reporting (check all that apply) a. <input checked="" type="checkbox"/> Recordkeeping b. <input type="checkbox"/> Third party disclosure c. <input checked="" type="checkbox"/> Reporting 1. <input type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input type="checkbox"/> Monthly 4. <input type="checkbox"/> Quarterly 5. <input type="checkbox"/> Semi-annually 6. <input type="checkbox"/> Annually 7. <input type="checkbox"/> Biennially 8. <input checked="" type="checkbox"/> Other (describe) <u>VOYAGE</u>	
17. Statistical methods Does this information collection employ statistical methods? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Agency contact (person who can best answer questions regarding the content of this submission) Name: <u>LT MICHAEL R. WASHBURN, USCG, NMC</u> Phone: <u>202-493-1031</u>	

19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.

NOTE: The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8 (b) (3), appear at the end of the instructions. The certification is to be made with reference to those regulatory provisions as set forth in the instructions.

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention periods for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8 (b) (3):
 - (i) Why the information is being collected;
 - (ii) Use of information;
 - (iii) Burden estimate;
 - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
 - (v) Nature and extent of confidentiality; and
 - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of the instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in Item 18 of the Supporting Statements.

Signature of Senior Official or designee

Date

22JULY2004

SUPPORTING STATEMENT

Title: Shipping Articles
Agency Form #: CG-705A
OMB #: 1625-0006

A. JUSTIFICATION

1. Explain the circumstances that make the collection information necessary.

Shipping Articles, CG-705A, is required by statute and regulation (copy of form enclosed). The statutes require that every mariner be bound by an official agreement before entering the service of a shipping company. This contract is executed on the Shipping Articles Form CG-705A. A copy of page one of the Articles is required to be posted on the vessel as an official notice of the contract for the voyage. These requirements are found in Title 46 USC 10302, 10502 and Title 46 CFR 14.201, 14.313. They give the mariner access to the contract agreement by which he or she is bound and provide a means for the U. S. Coast Guard (USCG) to oversee compliance with the required manning levels necessary for the safe operation of merchant vessels.

2. Indicate how, by whom, how frequently, and for what purposes the information is to be used and the consequence to the Federal program or policy activities if the collection of information was not conducted.

The information is collected manually by shipping companies per individual voyage. It provides verification, identification, location and employment record of U. S. merchant seaman to the following: (1) federal, state and local law enforcement agencies for use in criminal or civil law enforcement purposes, (2) shipping companies, (3) labor unions, (4) seaman's authorized representatives, (5) seaman's next of kin, (6) whenever the disclosure of such information would be in the best interest of the seaman or his/her family. The form also provides information for the Coast Guard's management and enforcement of vessel manning laws and regulations and provides a written contract and record for mariner's protection and relief.

3. Describe whether the collection of information involves the use of automated collection techniques.

Currently, the U. S. Maritime Administration and the USCG are developing an electronic version of the CG-705A Shipping Articles, which would allow for electronic collection of information. The USCG intends to purchase a forms software package that will allow shipping companies to transmit shipping articles electronically back to the agency.

4. Describe efforts to identify duplication.

There is no duplication in this field. These are the only records available. No other Federal, State, or Local agencies collect this information.

5. If the collection of information impacts small businesses or other small entities describe the methods used to minimize burden.

The information collection does not impact small businesses.

6. Describe the consequences to Federal program or policy activities if the collection were not conducted or conducted less frequently.

The information is collected on a case-by-case basis for each vessel voyage. The requirements do not lend themselves to less frequent collection. In addition, law and regulation mandate collection of this information.

7. Explain any special circumstances.

No special circumstances exist for this collection of information.

8. Federal Register of the agency's notice soliciting comments on the information collection prior to submission to OMB. Describe efforts to consult with persons outside the agency.

As this is an existing collection of information, a Federal Register notice is not applicable. In the past years, the maritime community has advised us that the report assists them in court litigation; the form is used to document the service of merchant mariners aboard specific vessels at specific times. In the near future, the USCG intends to meet with specific shipping company representatives to discuss alternative methods of information collection, submission, etc.

9. Explain any decision to provide any payment or gift to respondents.

Not applicable - no payments or gifts are provided to respondents and no decisions have been made to do so.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation or agency policy.

Appropriate Privacy Act statements as required by the Privacy Act of 1974 are provided as part of the form.

11. Provide additional justification for any questions of a sensitive nature.

There is no information of a sensitive nature collected.

12. Provide estimates of the hour burden of the collection of information.

Shipping Articles have been received in recent years at the rate of approximately 12,000 per year. The electronic submission capability for submitting the data that had been envisioned in 1996 was never implemented due to budget cutbacks. We estimate that the form requires approximately 1.5 hours to complete manually. We estimate that there are about 600 respondents, each submitting approximately 20 forms. This yields an hour burden of $12,000 \times 1.5$ or 18,000 hours.

13. Provide estimates of the total annual cost burden to respondents.

The total annual cost to respondents is estimated at \$450,000 (18,000 hours X \$25 per hour). It would be estimated to grow modestly over the next 2 years as hourly wages increase.

14. Provide estimates of annualized cost to the Federal government.

Estimated annual cost to the Federal government is approximately \$45,000 including printing (\$13,000), distribution, mailing, and overhead of storage and distribution centers (\$32,000).

15. Explain reasons for any program changes.

Not applicable - No program changes noted.

16. For collection of information whose results will be published.

Not applicable - This information is not published.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

It would not be cost effective to destroy data forms every three years to change the date.

18. Explain each exception to the certification statement identified in "Certification for Paperwork Reduction Act Submission".

Not applicable - There are no exceptions.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS.

Not applicable - This information is not collected through the use of statistical methods.